

2GoTrade Limited

New Web Trading Platform

User Manual

Version: 1.38

Last Update: Jan-2015

Go.PORTAL

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繁|简|EN

1 General

Go.Portal can be operated smoothly indifferent web browsers, including Internet Explorer (Version Google Chrome, Safari, Firefox. User thus can use it at tablets.

Please start from the login page below:

Go.PORTAL



Trading Hotline:(852)2232 0316 | CS Hotline:(852) 2232 0202 | Email: enquiry@2GoTrade.com Technical Support:(852)2232 0333 | support@2GoTrade.com

ID:T4.152-X5.3-59992-R4.14-44573-D4.15-44573-MR-1.37 © 2014 DEMO Securities Limited <u>Disclaimer</u> | <u>Privacy</u>

1.1 Select Language

You can select English, Traditional and Simplified Chinese anytime.

繁 | 简 | EN

1.2 <u>Customer Service</u>

Trading & technical support contacts are shown in lower left corner.

Trading Hotline:(852)2232 0316 | CS Hotline:(852) 2232 0202 | Email: enquiry@2GoTrade.com Technical Support:(852)2232 0333 | support@2GoTrade.com

1.3 Logout

Click Logout button to logout at any pages;

2 Login

Enter user ID & PIN in login page. Click **Login** to proceed;

- User ID will be locked after multiple unsuccessful login. Please contact your broker to follow-up;
- If "Disable Streaming" box is checked during login, user cannot view streaming market data in trading page;



CE:AGK283

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Disable Streaming

Login

Forgot Password?

2.1 <u>First-time Login</u>

Set up New Password

Upon first-time login, users are required to define their new password (minimum 8 characters, alpha-numeric);

Enter new password and click "Submit".



Service Agreement

Please read through the terms in service agreement. If you accept them, please tick the first option (see red box below). Click "Agree" button.

This A	Agre	ement involves the following parties:	
(a) 2	GoT	rade Limited ("2GoTrade"), a company incorporated in Hong Kong with a registered offic	ce at Unit 313-315, 8 Science Park West
Α	ven	ue, Shatin, Hong Kong, who will be responsible for providing financial information under t	his Agreement
(b) S	Subs	criber, the person who uses and/or accesses to the Services and/or the Content provide	d by 2GoTrade ("Subscriber").
1 0	Defi	nitions	
1.1	In	these terms and conditions, the following terms shall have the following meanings:	
((i)	"Content" includes without limitation any content, software, data, information, messages	and all textual, audio, video, still image,
		graphical and other content or material that can be accessed by or through the Service	s;
((ii)	"Content Provider" means any third party, which provides the Content and/or operates to	the Services;
((iii)	"HKEx" means The Stock Exchange of Hong Kong Ltd;	
((iv)	"SEIS" means HKEx Information Services Limited, the subsidiary of HKEx;	
((v)	"Services" means the delivery of the Content via the applications supported by 2GoTrac	de;
((vi)	"Login ID and Password" means a unique personal identifiers and its corresponding pas	ssword issued by 2GoTrade to the Subscriber for
		gaining access to the Services:	

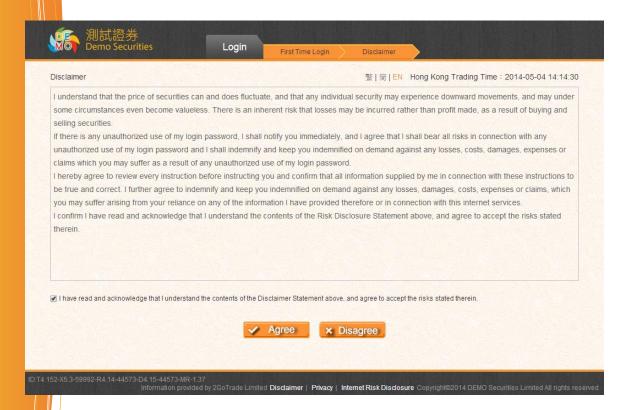
immediately to use go.Tools financial advisory services, and to pay the costs.

Please suspend my requirements. I understand that is logged into the system, will not Go.Tools financial consulting services.



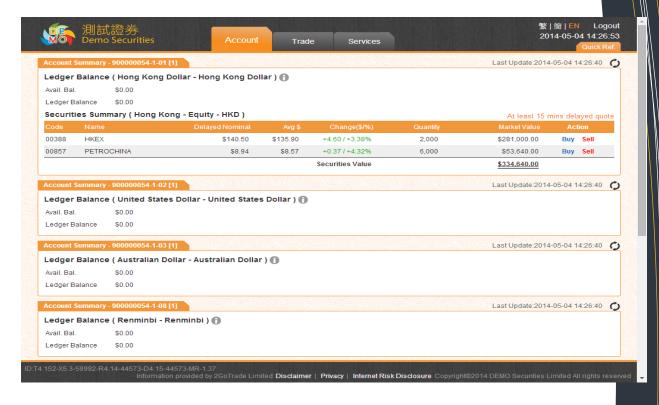
2.2 <u>Disclaimer</u>

Disclaimer will load in every login. Please tick "I have read and acknowledge that...". Click "Agree" to proceed.



3 Account

3.1 <u>Account Summary</u>



Function : Show real-time balance of each currency account

Operation :

1. Ledger Balance

Display available balance & ledger balance (Available balance – unsettled stock value)

— Click \blacksquare key to view details for each currency account, including:

Securities value, lockup cash, trading limit, buying power, etc.



2. Securities Summary

Display stock balance & market value, average price & Change % (Reference profit & loss);

"Buy / Sell" shortcut for each stock holding, click to buy/sell (see #4.1)

Securities Summary (Hong Kong - Equity - HKD) At least 15 mins delayed quote							
Code		Delayed Nominal	Avg \$	Change(\$/%)	Quantity	Market Value	Action
00388	HKEX	\$140.50	\$135.90	+4.60 / +3.38%	2,000	\$281,000.00	Buy Sell
00857	PETROCHINA	\$8.94	\$8.57	+0.37 / +4.32%	6,000	\$53,640.00	Buy Sell
				Securities Value		\$334,640.00	-

3. Mouse over Quick Ref at right top corner to pull down Mini

indices window displaying details:

- 1. Market info like 15-min delayed indices
- Click to refresh;

Click +/-%▶ / +/-▶ to switch to change % or points;

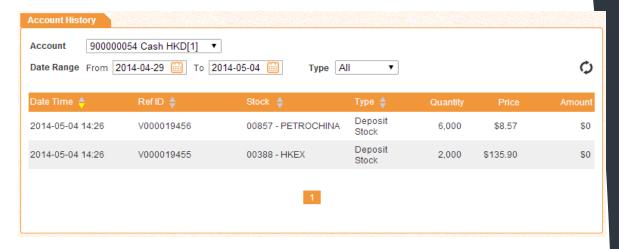


15 mins delay indices Index HSI 22,260.67 +126.70 GEM 490.38 +4.87 26,836.22 HKL +173.81 HSCEI 9,802.46 +22.74 HSCCI 4,163.57 -4.31T'over 48.258B Last Update:2014-05-02 16:01:24 Contact Information **Customer Services** cs@xyz.com (852) 2232 0202

2. Customer service email



3.2 Account History

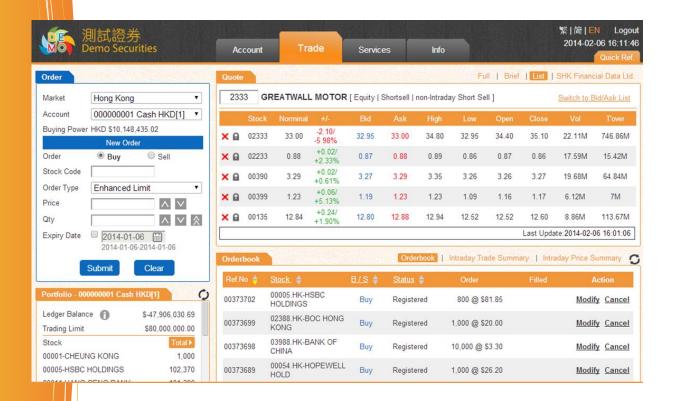


Function : Check transaction records within a specified period Operation :

- ➤ Account & Type: Click to filter out account records;
- > Date range: Click it to select date;
- > Search result will auto load, including stock transaction, corporate action, cash in/out records, etc.
- Sort the results by clicking in each column (ascending/descending orders);
- > Switch to other result pages;

Remarks: Only up to three months of history can be displayed

4 Trade



Above trading page is divided into the following main areas:

4.1 Stock Trading

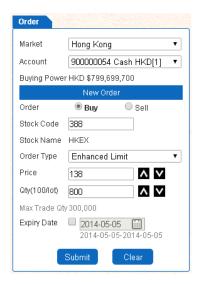
4.1.1 <u>Dealing ticket</u>

Function : Create / modify / cancel orders

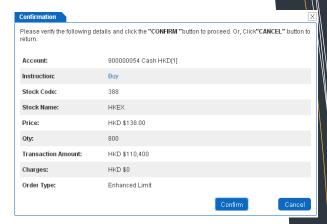
Operation :

Placing Order

- (For multi-market users) Real-time currency account and buying power is shown after choose market
- 2. Choose Buy or Sell button
- 3. Enter order details, including stock code, order type (available order type is different for different brokers), price (click ✓ v to next/previous price spread), quantity (click ✓ v to change lot size or
 - to choose maximum buy [bound by buying power] / sell [bound by stock position]quantity]), expiry date (not available for all brokers, system saves the outstanding orders and send to market the next trading day, until it expires or fully executed)



- 4. Click "submit" to send order, or clear to reset the ticket.
- **5.** Confirmation box pop-up. Click proceed.



Modify order

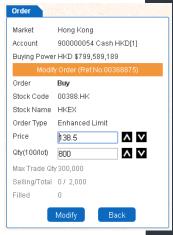
 In order book (simple mode: refer to #4.1.4, detailed mode: refer to #4.2), click Modify;

to

- 2. Ticket will show **modify** status, enter price & quantity;
- 3. Click **Submit** to submit, or **Back** to abort modify;

Cancel order

- In order book (simple mode: refer to #4.1.4, detailed mode: refer to #4.2), click Cancel;
- 2. Ticket will show cancel status,
- 3. Click Cancel to submit, or Back to abort cancel



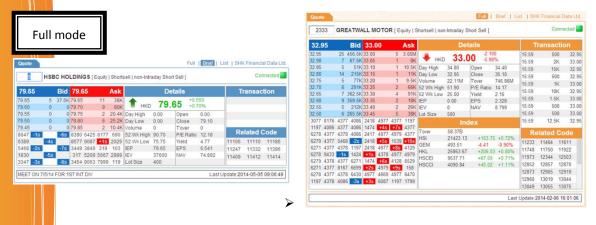


4.1.2 <u>Teletext</u>

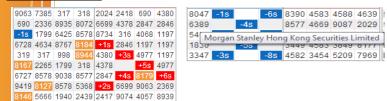
Function : Show real-time streaming or snap-shot, or delayed snap-shot market data

Operation :

Streaming



Brief mode



Check Connected indicator to confirm normal connection;

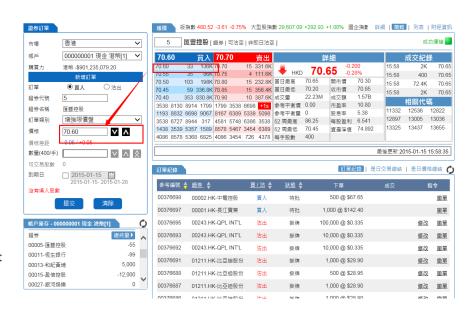
Click Full | Brief | List | SHK Financial Data Ltd. to switch to full/ brief/ list mod, or viewing stock

archive data provided by SHK Financial Data Ltd.

bring the price to dealing ticket for transaction (refer to #4.1.1 for dealing ticket operation)

Mouse-over the broker number in broker queue can display the broker name double-click broker number will highlight all the same in the queue click the related stock codes (CBBCs, warrants in general) can load market quote of that related stock

Click the price in bid/ask queue can



- List view
 - A list of stocks selected for viewing market data;
 - In two modes: detail list & bid/ask list
 - 1. Detail list (with +/-%, bid/ask price, day hi/lo/open/close, vol & turnover):



 2. Bid/Ask list (with details of 5 spreads in bid/ask queue, click the stock price to bring it to dealing ticket;



- Click
 Click
 to remove & lock that stock respectively;
- Saving the collection of stocks in this list view for next login is NOT available;
- 2. Snap-shot (real-time/ delay)
- Market quote will not auto update, user need to type-in stock code each time;
- Most functions in streaming quote is inapplicable, except clicking price in bid/ask queue to bring the price to ticket

Remark: Real-time quote (streaming or snap-shot) may be subject to charges from broker. Please contact your broker for details.



4.1.3 <u>Portfolio</u>

Function :

- Real-time update of ledger balance, max trading limit & stock position
- Always shown below dealing ticket



Outstanding

Close

Partially / Fully Filled

Operation

- : show other details (refer to #3.1)
- : manual refresh
- Total> Buying> Selling> : switching display among holding, registered buy quantity & registered sell quantity
- Click the stock can bring the stock code & quantity to dealing ticket (refer to #4.1.1);

4.1.4 Order details

Three modes: Order details, intra-day trade summary, intra-day price summary, switch by clicking

Orderbook | Intraday Trade Summary | Intraday Price Summary under teletext;

4.1.4.1 Order book (brief mode)



Function : View order details in brief mode

Operation :

- 1. Click can sort records in ascending/descending orders
- 2. Filter unnecessary records by clicking for pull-down menu
- 3. Click Stock to enter stock code for filtering 939 重規





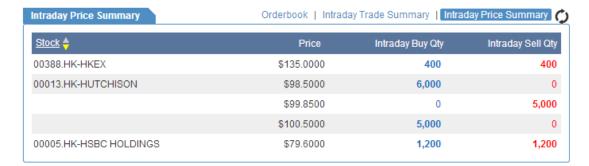
4.1.4.2 Intra-day Trade Summary

Function : For each stock, display buy & sell average price (to 4 decimal places) & executed quantity

Operation :

1. Click to sort details in ascending/ descending order;

4.1.4.3 Intra-day Price Summary



Function: For each stock, displaying buy/sell quantity for each price spread

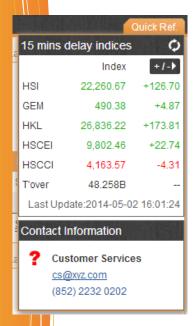
Operation

- Click to sort details in ascending/ descending order;
- Click <u>Stock</u> to enter stock code in pop-up box to see details of that stock only

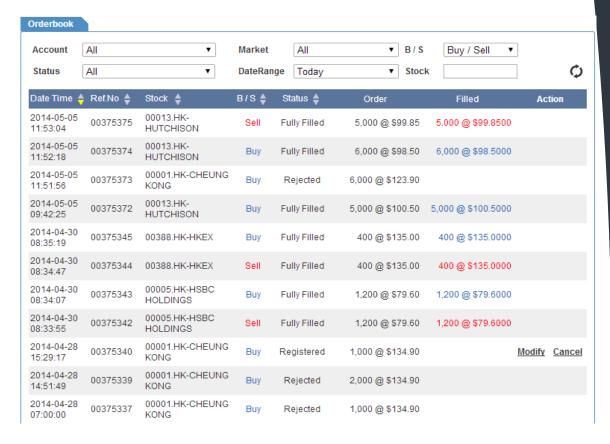


4.1.5 Quick Reference

Function : Refer to page 5



5 Order History (Detailed Mode)



Function : Show transaction records in detail

Operation

- > Same as #4.1.4, while more filters are available;
- \succ Filter unnecessary records with lacksquare and select applicable items;



6 Fund Deposit/ Withdrawal

Two functions : Submit "Deposit" and "Withdrawal" Instructions online

6.1 Money Deposit

Path : Service > Deposit

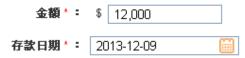
存款		
提示:		
→ 網上存款只適用於 港幣 賬戶		
→ 網上存款方法 :	網 上存款方法 *:	請選擇 🔻
→ bt.Fund.CASH	銀行 * :	請選擇
→ 支票	存款户口 *:	000000001 現金 港幣[1]
→ bt.Fund.TRANSFER	金額*:	\$
→ btt.Fund.BANK_TSF	存款日期 *:	2013-12-09
→ bd.Fund.CASH_TSF		2013-12-05
→ bt.Fund.BANK_IN	存款收掉编號:	
→ 銀行賬戶資料:	備註:	
→ 東亞銀行有限公司		
[BEA]		(只限200個字)
(證券有限公司)		
→ 香港上海匯豐銀行有限公司 [HSBC]		提交 清除
(■■證券有限公司)	_	
→ 中國銀行(香港)有限公司		
[800]		
(重量證券有限公司)		
→ 請記下提存參考編號		
→ 請將存款收據及提存參考編號電郵至		
vince.lam@2gotrade.com		
→ 請塡上有 * 之欄位		

Please select

• Deposit means (Cheque, bank transfer) & broker's bank account



Amount (only HKD can be handled at this stage) & date of deposit



• Deposit advice ref. no. & remarks (free text)



- Click 提交 to proceed
- Click after verifying the instruction details



• 在指令確認視窗按 鍵完成交易。



Remark:

- Online cash deposit is available in HKD only;
- Instructions confirmed by user will be not immediately reflected in account buying power. It is vali after being confirmed by broker staff;

6.2 Money withdrawal

Path: Service > Withdrawal



請選擇存款方法(支票、銀行轉帳等)

網上提款方法 ★: 支票 💌

請輸入金額及備註(自由輸入文字):



按 键 鍵傳送

• 請確認彈出視窗之資料無誤,然後按 鍵



• 在指令確認視窗按 鍵完成交易。



Remarks:

- 提款貨幣將默認為帳戶貨幣
- Two working days for withdrawal being effective
- 每日提款請求截止時間為 00:00 , 逾時之請求將於下一個工作天處理

7 **FAQ**

1) What are the definitions of different order types in dealing ticket?

Order Type	Description
Limit Order	A limit order will allow matching only at the specified price.
Enhanced Limit	An enhanced limit order will allow matching of up to 10 price queues
	(i.e. the best price queue and up to the 19 th queue at 9 spreads away)
	at a time provided that the traded price is not worse than the input
	price.
Special Limit Order	A special limit order will allow matching of up to 10 price queues (i.e.
	the best price queue and up to the 10 th queue at 9 spreads away) at a
	time provided that the traded price is not worse than the input price.
At-auction Order	An at-auction order is an order with no specified price and is entered
	at the final Indicative Equilibrium Price (IEP).
At-action Limit	An at-auction limit order is an order with a specified price. An
Order	at-auction limit order with a specified price at or more competitive
	than the final IEP may be matched at the final IEP subject to
	availability of eligible matching order on the opposite side.

When using Internet Explorer 8 or latest version of browser, incompatible problems arise during login. How to solve this problem?

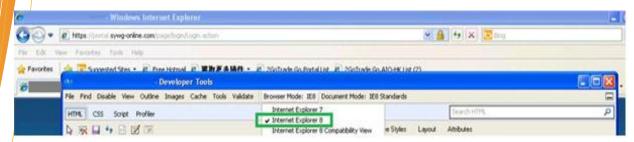
Open Internet Explorer 8 browser

Click F12 (Developer tools)

Choose Internet Explorer 8 (Browser model)

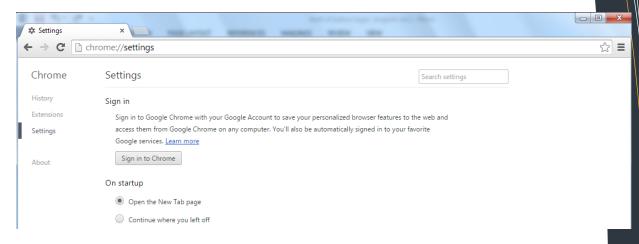
Close F12 (Developer tools)

Close Internet Explorer 8 browser

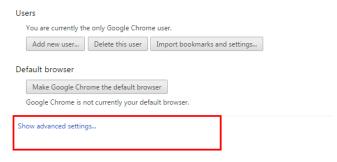


3) When using Google Chrome and it is too slow, how to solve the problem? Suggestion:

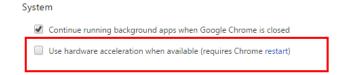
Enter **chrome://settings/** in the address input bar of Google Chrome, or click on right hand side.



Click Show advanced settings at the bottom of setting page.



Enter System, leave the box besides 'Use hardware acceleration when available' blank, restart Google Chrome to activate the function.



4) What can I do if I've forgotten my login name and / or password?

Forget password ONLY

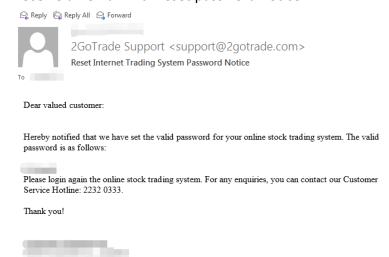
Click the link into Forgot password at login page.



Type in Login ID; ID Number and registered Email Click Submit



Receive an email with reset password notice.



- IV. Login with new password.
- V. Change password after login.

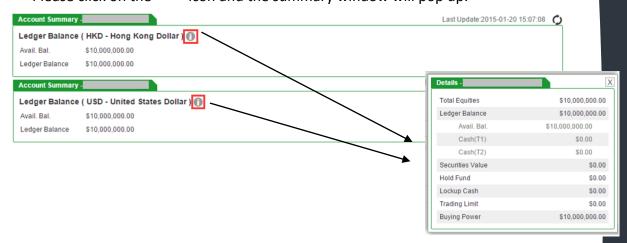
Forgot Login name ONLY

I. Please contact with your broker for login name.

Forgot BOTH login name and password

- I. Please contact with your broker for login name.
- II. Next follows apply for "forgot password" procedure.
- 5) How to check my account summary?

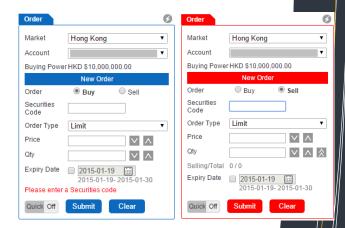
 Please click on the icon and the summary window will pop up.



6. How to process "Buy" / "Sell" function?



- A. Choose market
- B. Enter securities code
- C. Choose order type
- D. Enter price and quantity
- E. Click "Submit"



7. How to check my orderbook? Trade Services Choose account / market / status / date range or securities ▶ Securities Trading Orderbook ▶ IPO Application Orderbook Account 900000054 Cash HKD[1] ▼ Market All ▼ B/S Buy / Sell Status ▼ Date Range Today ▼ Securities \Diamond Date Time 🖕 Ref.No 🛊 🛮 Securities 💠 B/S ♦ Order Status **♦** Filled Command No records

8 Contact Us

Feel free to contact us for technical support! Channels below:

Tel: (852) 2232 0300

Email: support@2gotrade.com

- THE END -